

Procedures for Clark County Comprehensive Plan Review

1 Purpose of Document

The purpose of this document is to outline the relationship between the policy, technical and advisory bodies constituted for the five-year review of Clark County's comprehensive plan and to define the procedures that will guide those relationships.

2 Policy / Advisory / Technical Bodies

The policy, advisory and technical bodies for the review of Clark County's comprehensive plan (hereafter called, "plan review") are:

2.1 Steering Committee

The steering committee consists of the three County Commissioners and the mayors or designated elected officials of each of the incorporated jurisdictions in Clark County. The purpose of the steering committee is to provide a forum in which multi-jurisdictional policy options may be discussed to facilitate the plan review, considering the advice of the technical and public advisory groups.

The Board of Clark County Commissioners is ultimately responsible for all policy decisions of a countywide nature.

2.2 Advisory Bodies

Since most of the participating jurisdictions may be conducting simultaneous reviews of their comprehensive plans with varying issues and concerns, it is anticipated that each jurisdiction will develop some advisory body to assist in the development of policy to be considered within that jurisdiction.

There will be no "umbrella" advisory body.

As a participating jurisdiction, the Board of Clark County Commissioners will establish an advisory body to assist it in the policy development for the unincorporated area of the county.

2.3 Technical Advisory Committee

The technical advisory committee (TAC) consists of the long-range planning managers or planning directors and the lead staff member for capital facilities planning from each of the participating jurisdictions. The TAC will invite others to participate in the technical discussion as needed (for example, staff from Hazel Dell Sewer District or Clark Public Utilities). The TAC is responsible for recommending to the Steering Committee the technical direction of the work to be performed by county and city staff.

2.4 County/City Planning Commission

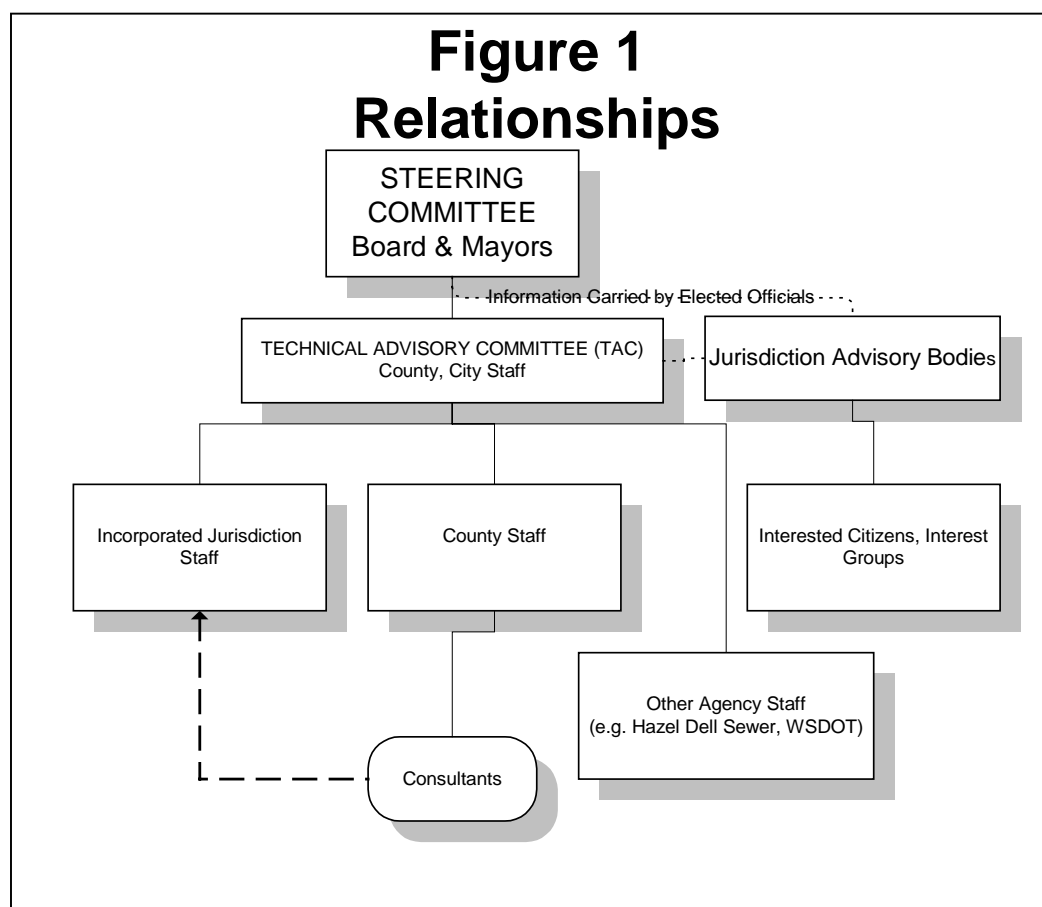
During the plan review, the Planning Commission(s) will receive information-only briefings from staff.

During the adoption process for any changes to the comprehensive plan that emerge from the plan review, County/City planning commissions will serve as the initial hearing bodies (as it is with any land use action within a jurisdiction requiring a Planning Commission Hearing).

During the adoption process, there may be benefits in having joint City/County planning commission hearings. This document does neither mandate joint hearings nor preclude them.

2.5 Board of County Commissioners

The Board of County Commissioners ultimately holds the legislative authority for any proposed changes to the county comprehensive plan (including countywide planning policies) that are identified in the plan review. The board will consider the recommendation of the steering committee, planning commission, the public testimony during the planning commission hearing(s) and any public testimony given during its hearing on the matters emerging from the plan review.



3 Relationship Between Policy/Advisory/Technical Bodies

Figure 1 illustrates the relationship between the policy and advisory bodies, staff, interest groups (e.g., Friends of Clark County, Responsible Growth Forum) and the general public during the policy development portion of the plan review.

Figure 1 is provided to illustrate how these bodies of private, public, staff and elected officials are expected to interact during the review and policy development process. In the review of the plan, it is expected that a concise list of policy issues or concerns will be approved by the Steering Committee for consideration by the TAC, and staff. The interaction of the advisory bodies with the process is highly dependent upon the nature of those advisory bodies. Since each jurisdiction may choose different approaches to solicit and summarize advice from the public, this diagram may take a different shape between participating jurisdictions. Once the range of policy options has emerged from the development process in the form of TAC recommendations, the process enters the adoption phase of the review. The relationship between these bodies will be different during this phase.

4 Operating Procedures for Policy and Technical Bodies

4.1 Steering Committee

4.1.1 Meeting Dates and Locations

The steering committee shall initially meet at the invitation of the Chair of the Board of County Commissioners. The steering committee shall establish a schedule of meetings, with the advice and assistance of the TAC. The steering committee will also establish the locations for those meetings.

4.1.2 Agenda

The TAC shall be responsible for the agenda for the meetings of the steering committee. The steering committee will confirm the agenda for any given meeting as the first item of business following the call of the roll for that meeting.

4.1.3 Public Comment

The steering committee agenda may include a limited time for public comment.

4.1.4 Consensus Approach to Policy Direction Setting

The steering committee agrees to follow a consensus approach to its policy discussion. No policy direction will be given to the TAC except that which has achieved the consensus of the steering committee members.

Consensus is defined as being willing to accept the policy direction and its likely range of outcomes — not as liking or disliking the particular policy direction question being called.

In the spirit of consensus setting, the steering committee agrees not to “vote” on any particular matter but to agree to discuss matters until a consensus is reached. If it appears that immediate discussion of a matter is not leading to a consensus, the steering committee may table such matters, by consensus, for later discussion at another meeting of the committee.

If no consensus can be reached within the time allotted by the process, the Board of County Commissioners reserves the right to provide county staff specific policy direction, in lieu of that otherwise provided by consensus of the steering committee.

4.2 Technical Advisory Committee (TAC)

4.2.1 Meeting Dates and Locations

The TAC shall initially meet at the call of the Clark County Long-Range Planning Manager. The county Long-Range Planning Manager will chair the TAC meetings. Since the purpose of the TAC is to discuss and set technical direction for the review, the meetings will be called as required by the flow of the technical

work. It may be beneficial to set a regular schedule of meeting dates so that the calendar can be successfully coordinated (even though some of the meeting dates may be canceled). Meeting locations may vary.

4.2.2 Agenda

The agenda for TAC meetings are set by the chair of the committee and confirmed at the start of each meeting. At the close of each meeting, the TAC will review and determine which technical issues need additional discussion at a future TAC meeting.

4.2.3 Consensus Approach

The TAC will use a consensus approach to set the technical direction of the project. The TAC is a body of staff members and its role is advisory in nature. A consensus of technical opinions will serve as advice to the project staff (primarily county but may include city staff members). Clark County is responsible for the technical quality of the work and will assert its responsibility if necessary to maintain project quality and timeliness.

4.3 Advisory Bodies

Since each jurisdiction is responsible for establishing the public advisory process that best suits the scope of their plan review, no attempt is made in this document to guide or constrain the processes of the individual jurisdictions.

It is expected that the elected officials of each jurisdiction will hear any advice from the advisory bodies first. It will be obligation of the commissioners, mayor or designated elected official to carry that public comment forward to the steering committee.

5 Consideration Process

The Steering Committee will consider only those issues of policy that affect multiple jurisdictions. Notwithstanding that guideline, any jurisdiction can propose that an issue be considered by the Steering Committee. The Steering Committee, by approving the draft agenda from the TAC, chooses which policy issues it feels are multi-jurisdiction in nature.

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